

EMERGENCY PREPAREDNESS FOR STUDENTS, FACULTY, STAFF, & VISITORS

A message from Stanford Environmental Health & Safety

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www.stanford.edu/dept/EHS

Emergencies or disasters can happen any time, and they usually occur without warning. When an emergency (such as a fire, earthquake, hazardous materials release or outage) strikes at Stanford, our safety and prompt recovery will depend on existing levels of preparedness and a thoughtful response among students, faculty, staff and visitors.

✓HOW TO PREVENT CAMPUS EMERGENCIES & PROTECT YOUR OWN SAFETY

FIRE PREVENTION

- Note the location of alarms and extinguishers. Know how to use them
- Leave fire doors closed at all times
- Clear obstructed corridors, aisles and room exits
- Use only grounded electrical plugs. Limit use of extension cords and multiple outlets
- Do not use mechanical rooms or utility rooms for storage
- Do not smoke in University buildings

EARTHQUAKE PREPAREDNESS

- Know how and where to take cover during a quake
- Anchor furniture over 42". Do not stack furniture
- Move tall bookcases away from exits. Do not use them as room dividers
- Anchor computers, equipment, and display cases
- Store heavy items at floor level
- Back up critical data. Keep duplicates off-site

LABORATORY SAFETY

- Maintain a clean work environment
- Post lab safety work rules, train all personnel
- Inventory and label chemicals. Segregate incompatibles
- Keep flammables in flammable storage cabinets
- Do not block access to eyewashes, showers, or fire extinguishers
- Keep copies of Material Safety Data Sheets. See <http://www.stanford.edu/dept/EHS/prod/MSDS/>
- Back up cultures and data off-site
- Investigate emergency power options
- Install seismic restraints on chemical storage shelves
- Anchor equipment and furniture. Latch cabinet doors. Avoid high storage of heavy items
- Chain compressed gas cylinders at 1/3 and 2/3 points
- Do not store hazardous materials on mobile carts
- Dispose of chemical waste properly. (Call EH&S Chem Waste Help Line at 5-7520)

✓EMERGENCY KIT CONTENTS

FOR WORK

- Flashlight, small radio and batteries
- First aid supplies and instructions
- Sturdy, closed shoes
- Back-up glasses, critical medications
- Container of water, non-perishable wrapped snack
- Your out-of-state telephone contact, coins or calling card

IN THE CAR

- Flashlight, portable radio and batteries
- First Aid supplies and instructions
- Sturdy closed shoes, jacket, socks, umbrella
- Back up glasses
- Container of water and non-perishable snack
- Auto fire extinguisher
- Tools: jumper cables, crowbar, rope
- Flares, light sticks, weatherproof matches
- Out of state telephone contact, coins or calling card

AT HOME

- Flashlight, small radio and batteries
- First Aid supplies and instructions
- Sturdy shoes (also keep shoes & a flashlight under the bed)
- Back-up glasses, medications, sanitation supplies
- Fire extinguisher, smoke detectors
- Bottled water (1 gallon/day for people and pets)
- Emergency food for at least 3 days (people and pets)
- Cooking supplies: camp stove/barbecue, can opener, paper plates
- "Space" blankets, extra clothing, waterproof matches
- Special items for infants, elderly or disabled household members
- Tools: crescent wrench, crowbar, shovel, heavy work gloves
- Heavy tape and plastic sheeting
- Out-of-state telephone contact, address book
- Cash, important documents

← **BUT DO YOU KNOW WHAT TO DO WHEN SOMETHING HAPPENS?** →

✓WHAT TO DO WHEN AN EMERGENCY OCCURS

ACCIDENT

- ❑ Call 9-911(911 from non-SU phones, 286 from Med Center)
- ❑ Administer first aid if you are trained to do so
- ❑ Do not attempt to move seriously injured persons

FIRE

- ❑ Call 9-911(911 from non-SU phones, 286 from Med Center)
- ❑ Activate nearest alarm.
- ❑ Feel doors for heat. If cool, exit carefully. If hot, do not open the door. Stay where you are
- ❑ If you see smoke, crouch near the floor as you exit
- ❑ If you see fire, confine it by closing doors and windows
- ❑ Use extinguishers on small fires only if it is safe to do so
Pull the Pin, aim at the base of the fire
Squeeze the nozzle, sweep back and forth
- ❑ Never use an elevator during a fire evacuation
- ❑ Go outdoors to the Emergency Assembly Point (EAP)

HAZARDOUS MATERIALS SPILL

MINOR release in the lab

- ❑ Follow eyewash, rinse, or shower procedures
- ❑ Vacate persons in immediate area if necessary
- ❑ Clean spill if you have suitable training
- ❑ Wear protective equipment
- ❑ Use appropriate kit to contain, neutralize and absorb
- ❑ Collect, containerize and label waste. For chem waste pick-up, call EH&S 5-7520

MAJOR release in the department

- ❑ Call 5-9999(24 hrs.) to report the spill.
(Med Center, call 286)
- ❑ Assist injured persons. Isolate contaminated persons
- ❑ Close doors or control access to spill site
- ❑ Alert Supervisor or Department Chair
- ❑ Follow evacuation instructions precisely

EARTHQUAKE

- ❑ Take cover immediately. Do not run or panic
- ❑ Under a desk, table or chair
- ❑ Between seating rows in classrooms
- ❑ Against a corridor wall
- ❑ Outdoors – away from falling hazards
- ❑ Expect aftershocks

MAJOR QUAKE (violent motion)

- ❑ Restore calm. Assist others
- ❑ Report injuries or fires to 9-911(911 from non-SU phones, 286 from Med Center)
- ❑ Report damage to department head
- ❑ Evacuate carefully
- ❑ Take emergency supplies
- ❑ DO NOT USE ELEVATORS
- ❑ Meet at Emergency Assembly Point (EAP)
- ❑ Do not enter buildings until they are examined
- ❑ Await instructions, be patient, help others

MINOR SHAKE (brief rolling motion)

- ❑ Restore calm. Examine your area for damage
- ❑ Report damage/hazardous releases

POWER OUTAGE

- ❑ Assess the extent of the outage in your area
- ❑ Report the outage to Facilities Work Control 3-2281
- ❑ Help persons in darkened work areas move to safety
- ❑ If practical, secure current experimental work, then move it to a safe location. Get assistance- hazardous spills are a significant risk during transport
- ❑ Keep lab refrigerators/freezers closed during the outage
- ❑ Unplug personal computers and non-essential equipment
- ❑ Open windows for additional light and ventilation
- ❑ If asked to evacuate, secure any hazardous materials
- ❑ Release of personnel after an extended outage is determined by the department executive



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